

GULFSTREAM TOWERS ASSOCIATION UNIT RENOVATION PROCEDURES 2017

The following regulations are to be adhered to by all owners or their agents / contractors when unit renovations / repairs are undertaken:

- A. **PRIOR** to any work commencing, including painting or window treatments, the owner will submit detailed plans to the Board of Directors, via the office, for their review and approval.
- Said plans will also include name and license number of all contractors who will be used. **Note that only licensed and insured (liability and workers compensation) contractors may perform any work involving electrical, plumbing, or of a structural nature.**
 - GT is governed by the City of Sarasota
 - Hiring an unlicensed contractor is in violation of Florida Statute 455.228 and is subject to a fine of up to \$5,000.00
 - Owners are to advise Association Manager as to the expected time frame that will be followed, and any extensions / changes thereto, which are subject to Board approval.
 - No permit is needed if the repairs do not exceed a value of one thousand dollars (\$1,000.00), provided that such repairs shall not involve structural work or any other work which violates any of the provision of the technical codes. (per City of Sarasota Building Division)
 - No work is permitted to commence until this form has been completed and filed with the Association.
 - If a certain percentage of square footage of drywall is to be demolished, County of Sarasota specifies an asbestos inspection. Please contact the County for specifications.
 - Drilling or cutting into concrete slabs is **NOT** allowed due to iron rebar the nature of reinforcing.
 - **General Contractor must provide license, proof of liability and workers compensation insurance (for the protection of the Association, contractors who have exemptions cannot work in condominiums).**
 - **Owners are required to secure a \$500.00 refundable security deposit to the Association.** This is to cover any damages during the course of the project and will be refunded accordingly.
 - The ultimate responsibility lies with the owner as to the conduct of their contractors. The Unit Owner shall be legally and financially responsible for any damage to the Common Elements of the Building or damage to any Units within the Building caused by contractors employed by them.
- B. **WHILE** work is being performed the following are to be abided by:
1. **AIR CONDITIONER REPLACEMENT:** Some HVAC condensers are housed in the electric room where door is locked at all times. Please ask office for access.
 2. **BUILDING ACCESS:** A day FOB may be provided to the contractor on a daily basis.
 3. **DOOR REPLACEMENT:** Specification has been set by GT, ask for copy. Allow 3-4 weeks between order and install.
 4. **SIGN IN:** All contractors shall sign in at the registration desk each day they are working onsite.
 5. **NOISE:** Work that is in any way noisy or disruptive may be done between 8:00 am and 4:30 pm; out by 5:00 pm. No work is to be performed on Saturdays, Sundays or Holidays.
 6. **FLOORING UNDERLAYMENT:** A sound barrier underlayment of flooring, such as ProFlex, is required and a sample must be given to the office for approval. It must be installed and a photo of the process shall be taken by the office at the time of installation.
 7. **FIRE ALARMS:** Contractor shall inform the manager of any work being done in the unit that will set

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the fire alarm off. Fire alarms and vents must be covered during painting or construction. The manager will contact the alarm company to put the fire alarm on 'test' for the duration of the time needed that day. If the contractor neglects to inform the manager and the fire department is deployed, the unit owner will be invoiced for the deployment, which is approximately \$250.

8. **SMOKING:** This is a non-smoking building. Smoking is prohibited on balconies, elevators and in or around the pool area. The common areas are non-smoking, including the garage.
9. **ELEVATORS:** If the elevator doors must be held open for any length of time, a key is used to hold the door open and can be accessed from the office. Elevator pads are to be put up at the beginning of the day and removed at the end of the day. The pads are located in the room adjacent to the elevators in the lobby.
10. **TRASH:** All trash and debris from the unit are to be removed from the building by the contractor. NO trash is to be placed in the trash chute or the building dumpster.
11. **PARKING:** The manager will make every effort possible to find one parking spot for the service vehicles; but cannot guarantee parking. Vendors should be prepared to park on Gulfstream Avenue or other public parking.
12. **CLEAN UP:**
 - o Common areas of the Association, such as hallway flooring, are to be protected with drop cloths, which are laid down at the start of the day's work and removed at the end of the day's work.
 - o Contractors are to clean up (i.e. vacuum) on a daily basis any common areas such as hallways and elevators as needed. No usage of Association equipment to be used.
13. **DUST:** Unit doors are to be kept closed so as to avoid the migration of dust into the hallways.
14. **PLUMBING:** If renovating the kitchen or bathroom and while the walls are exposing the cast iron pipes, the Association may elect to replace the cast iron with PVC. Please let the office know when this can be scheduled.
15. **FIREWALLS:** The walls between units must be a firewall therefore, these walls must maintain a 5/8 inch layer of fire rated drywall.
16. **FRAMING:** No wood studding is permitted in condominium high rise; must be framed with metal studs.
17. **BATHROOM RENOVATIONS:** If tiles are to be removed, please be aware that the original tiles are part of the wire lathe drywall and are not easily removed.
18. **WINDOW REPLACEMENT:** Specifications has been set by GT, please ask for copy. Staging will need to be ordered.
19. **WATER:** If the central water has to be turned off, a request must be made to the Association at least 48 hours in advance of desired time. Water will be turned off one ONCE for each renovation so all needed work should be performed at the same time. It is highly recommended that shut-off valves be installed for all water lines in both bathroom and kitchen at the same time.

C. **GENERAL:** Owners are reminded that they are responsible for procuring any and all permits required by the City and County of Sarasota. Duplicates of all permits issued are to be provided to the Association.

I hereby acknowledge receipt of Gulfstream Towers Association policy pertaining to unit renovations and agree to abide by same. I understand that any violation of these policies may result in a contractor not being allowed back in the Gulfstream Towers building.

Owner Name Printed	Owner Signature	Unit #	Date
Contractor Company Name	Contractor Signature	Date	
Association Authorization	Title	Date	Dates Authorized

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To be completed before work begins:

- ☐ APPLICATION SIGNED
- ☐ PLANS
- ☐ BUILDING PERMITS FROM THE CITY AND / OR COUNTY OF SARASOTA
- ☐ FOB for entrance to the building \$25.00
- ☐ PROOF OF INSURANCE
- ☐ GENERAL CONTRACTOR LICENSE
- ☐ RECORD OF SECURITY DEPOSIT FROM OWNER

Complete Remodel	\$500.00	Check number	Date
Plumbing or Flooring	\$200.00	Check number	Date
One Room Carpeting	\$100.00	Check Number	Date

****Owner** is responsible for contractors getting appropriate City / County paperwork.

***** Contractor** responsible for closing out the permit from the City of Sarasota

- ☐ SECURITY DEPOSIT REFUNDED DATE _____

The following forms are also attached to this packet:

- City of Sarasota Building Division Permit Requirement Guidelines
- Residential Homeowner Remodel Checklist
- New Residential Home Package